

**CONTINUATION AND FIRST AMENDMENT
TO GRANT AGREEMENT
SUMMARY PAGE**

This CONTINUATION AND FIRST AMENDMENT TO GRANT AGREEMENT is entered into this _____ day of _____, 2012 by the CITY OF SAN JOSE, a municipal corporation ("CITY") and EMERGENCY HOUSING CONSORTIUM doing business as EHC LIFEBUILDERS, a California non-profit corporation ("GRANTEE").

Grant Type:	Homeless	Contract No.:	HTF-11-003A
		Original Contract No.	HTF-11-003

Agency:	EMERGENCY HOUSING CONSORTIUM (EHC)
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Project:	San Jose Downtown Homeless Outreach and Shelter Program
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Description:	<p>Amendment to Agreement between City of San José and Grantee. The San Jose Downtown Outreach and Shelter Program will provide outreach to homeless residents living in San Jose's downtown and connecting them with services available at two One Stop Homeless Prevention Centers, including providing transportation to the Centers. Additional component to the program includes a hotline for community members to request assistance for homeless persons residing in the downtown area and reserved shelters beds at EHC's Boccardo Reception Center.</p> <p>This amendment extends the term to November 30, 2012, and increases the total grant award.</p>
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Funding Source:	HOUSING TRUST FUND
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Amount Added by this Amendment:	\$ 40,000
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Total Grant Award Not to Exceed:	\$ 210,000
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Payment Terms:	See REVISED EXHIBIT D
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Original Agreement Term:	Start Date:	7/01/2011	End Date:	6/30/2012
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Amended Agreement

Term: Start Date: 7/01/2011 End Date: 11/30/2012

PARTIES TO AGREEMENT:

GRANTEE		CITY OF SAN JOSE
Agency Name:	EMERGENCY HOUSING CONSORTIUM (EHC)	Housing Department
Address for Legal Notice:	507 Valley Way	200 E. Santa Clara St., 12 th Floor
City/State/Zip Code:	Milpitas, CA 95035	San Jose, CA 95113-1907
Attention:	JENNIFER NIKLAUS	Leslye Corsiglia, Director
Email Address:	jniklaus@ehclifebuilders.org	
Telephone No.:	(408) 539-2113	
Taxpayer ID	94-2684272	
CITY Business License/ Tax No.:		
Type of Entity:	501 (c) 3 – public benefit corporation	
State of Incorporation or Residency:	California	

CONTACT INFORMATION

GRANTEE Contact Person:	Hilary Barroga
Title:	Director of Programs
Telephone No:	(408) 539-2129
Email:	hbarroga@ehclifebuilders.org

CITY Contact Person:	Sylvia Perez
Title:	Grants Analyst
Telephone No:	(408) 793-5520
Email:	sylvia.perez@sanjoseca.gov

REVISED EXHIBIT LIST: include only revised Exhibits

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Council Agenda: 10/30/2012

Item No.: 2.9

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- | | | |
|-------------------------------------|--------------------------|---|
| YES | N/A | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Revised Exhibit A: Scope of Services and Units of Service |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Revised Exhibit B: Monitoring, Evaluation, and Reporting Requirements |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Revised Exhibit C: Budget Summary |
| <input type="checkbox"/> | <input type="checkbox"/> | Revised Exhibit D: Payments to GRANTEE and Reporting Schedule |
| <input type="checkbox"/> | <input type="checkbox"/> | Revised Exhibit E: General Service Requirements (Special Grant Con) |

To the extent applicable, the following grant provisions are required for this AGREEMENT. (Check all provisions that apply.)

- | | | |
|--------------------------|--------------------------|--|
| YES | N/A | <u>REQUIRED LANGUAGE ATTACHMENT</u> |
| <input type="checkbox"/> | <input type="checkbox"/> | City of San Jose Funding |
| <input type="checkbox"/> | <input type="checkbox"/> | Federal |
| <input type="checkbox"/> | <input type="checkbox"/> | State |
| <input type="checkbox"/> | <input type="checkbox"/> | County |
| <input type="checkbox"/> | <input type="checkbox"/> | Other Public Agency |
| <input type="checkbox"/> | <input type="checkbox"/> | Private Funding Agency |

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Revised Exhibit F: Employee/Volunteer Clearance Verification and Compliance with the Child Abuse and Neglect Reporting Act |
| <input type="checkbox"/> | <input type="checkbox"/> | Revised Exhibit G: Insurance |

I certify that I have read and hereby consent to all the terms and provisions contained in the attached AMENDMENT, including without limitation, all exhibits.

WITNESS THE EXECUTION HEREOF the day and year first hereinabove written.

EMERGENCY HOUSING CONSORTIUM doing business as EHC LIFEBUILDERS, a California non-profit corporation

GRANTEE Signature: _____ Date: _____
 Print Name: _____
 Title: _____

City of San Jose, a municipal corporation

DENNIS HAWKINS, CMC
City Clerk

_____ Date: _____

Approved as to form:
PATRICIA A. DEIGNAN
Chief Deputy City Attorney

_____ Date: _____

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Council Agenda: 10/30/2012

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RECITALS

WHEREAS, on November 16, 2011, CITY and GRANTEE entered into an agreement entitled City of San Jose Housing Grant Agreement (“Agreement”); and

WHEREAS, the term of the Agreement has expired, and CITY and GRANTEE desire to continue and extend the term of the Agreement to November 30, 2012 and amend the Agreement to increase the award by \$40,000 for a total grant award not to exceed \$210,000;

NOW, THEREFORE, the parties agree to continue and amend the original Agreement as follows:

SECTION 1. EXHIBIT A is amended to read as shown in REVISED EXHIBIT A, attached and incorporated into this Continuation and First Amendment.

SECTION 2. EXHIBIT B is amended to read as shown in REVISED EXHIBIT B, attached and incorporated into this Continuation and First Amendment.

SECTION 3. EXHIBIT C is amended to read as shown in REVISED EXHIBIT C, attached and incorporated into this Continuation and First Amendment.

SECTION 4. All other terms and conditions of the original Agreement not modified by this Continuation and First Amendment shall remain in full force and effect.

REVISED EXHIBITA

SCOPE OF SERVICES

1.01 Description of Project

In accordance with the provisions of the grant agreement by and between the City and all rules and regulations pertaining thereto, GRANTEE shall use the funds as follows:

The goal of the Downtown Outreach and Shelter (DOS) project (“Project”) is to provide targeted outreach to homeless individuals living in the City’s downtown core, as well as homeless encampments immediately adjacent to downtown. One of the major aims of the Project is to build rapport with the homeless individuals who currently do not access, or do not know about emergency shelter and homeless services that are available to them. Outreach services are geared toward linking homeless individuals to services such as shelters, public benefits, medical services, and housing assistance. The Project consists of two major components: outreach and shelter.

The Project will provide 20 hours of targeted outreach per week in the City’s downtown core and to adjacent homeless encampments. Outreach is conducted by two Peer Outreach Workers, formerly homeless staff who are particularly knowledgeable about the target population, their needs and barriers, and locations where targeted outreach can take place. Project staff and Peer Outreach Workers, will develop a standard route for outreach, providing outreach at key stops such as homeless encampments and other locations where homeless individuals live and congregate.

During outreach sessions, the Project’s staff builds rapport by providing basic outreach and case management to homeless clients. Upon contact with interested parties, Project staff will conduct a basic needs assessment, allowing staff to provide individualized information and referrals to homeless services. Once engaged through outreach, the staff act as liaisons between homeless clients and other service providers such as the Valley Homeless Healthcare Program providing health care, the local Department of Veterans Affairs providing services and housing for veterans, and other homeless providers. In order to further assist clients, the Project will also provide transportation assistance to clients, in the form of bus passes and tokens, to assist clients in accessing homeless services.

The second component of the Project is emergency shelter. The Project has a 5-bed capacity reserved at EHC LifeBuilders’ Boccardo Reception Center emergency shelter site. Clients housed at the shelter receive two hot meals per day in addition to the supportive services they receive on site. Clients housed in emergency shelter can receive additional case management from GRANTEE. The Project also provides clients with

financial assistance. Financial assistance may include barrier elimination or financial assistance for hotel and motel vouchers.

GRANTEE will also provide a hotline for the community to request assistance for the homeless on the streets. This demand/response hotline is available for community members, downtown businesses, and other key community stakeholders. Finally, GRANTEE will coordinate with the Housing 1000 campaign by, but not limited to, completing the Vulnerability Index Survey with clients and assisting the campaign in locating previously surveyed residents.

“Project Area”, for purposes of this **EXHIBIT A**, means that no less than one hundred percent (100%) of the persons benefited and served under this Agreement are residents of the City of San Jose within the County of Santa Clara, State of California.

Objectives. The objectives of the Project will be as follows: See Revised Exhibit B

Outcomes. The outcomes of the Project will be as follows: See Revised Exhibit B

1.02 **Cost Reimbursement**

Project will be reimbursed on a quarterly basis, for approved invoices, submitted pursuant to this Agreement. Requests for reimbursement will be made on a form and in manner prescribed by the CITY, under provisions as set forth in **EXHIBIT D**, entitled “PAYMENTS TO GRANTEE”.

1.03 **Reporting of Objectives and Outcomes**

Project objectives and outcomes will be measured on a quarterly basis. GRANTEE will submit a Sub-Recipient Quarterly Performance Report for the first, second and third quarters of the fiscal year and an Annual Performance Report at project completion and/or fourth quarter, whichever comes first.

1.04 **Work Plan**

REVISED EXHIBIT B, entitled “PERFORMANCE MEASURES” is attached hereto and incorporated herein.

REVISED EXHIBIT C, entitled “BUDGET” is attached hereto and incorporated herein.

1.05 **Location of Project**

Unless otherwise indicated, the Grant Services specified below will be offered at the following locations:

Site Name	Site Address
EHC LifeBuilders	Boccardo Reception Center 2011 Little Orchard Street San Jose, CA 95125 Various street-based locations in the City of San Jose downtown area.

1.06 **Participants Served by Project**

Proposed total number of unduplicated participants to be served by **This Project Only**

Outreach to unduplicated homeless persons

2011-2012

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
HTF grant	37	38	38	37	150
Total Project	37	38	38	37	150

2012-2013

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
HTF grant	37	n/a	n/a	n/a	37
Total Project	37	n/a	n/a	n/a	37

1.07 **Additional Provisions**

N/A

REVISED EXHIBIT B

PERFORMANCE MEASURES & UNITS OF SERVICE FOR 2011-2012

Proposed Total Unit of Services for **Activity 1: Outreach contacts made** (duplicated individuals)

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
HTF grant	125	125	125	125	500
Total Project	125	125	125	125	500

Proposed Total Unit of Services for **Activity 2: Unduplicated number of persons placed in shelter**

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Annual Total
HTF	15	15	15	15	60
Total Project	15	15	15	15	60

Proposed Total Unit of Services for **Activity 3: Person Shelter Days** (one night of shelter with accompanying services)

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Annual Total
HTF	433	434	434	433	1,734
Total Project	433	434	434	433	1,734

Proposed Outcome #1 Statement and Measurement Methodology:

Outcome Statement	By June 30, 2012, 6.6% of clients (10 of 150 clients) will have moved into permanent housing.
Measurement Methodology	HMIS client exit data and exit surveys.

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Performance Goal	n/a	6.6%	n/a	6.6%

Proposed Outcome #2 Statement and Measurement Methodology:

Outcome Statement	60% of persons (6 of 10 clients) who moved into permanent housing will maintain their housing for 12 months.
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Measurement Methodology	HMIS client data and client case files.
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	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Performance Goal	n/a	60%	n/a	60%

PERFORMANCE MEASURES & UNITS OF SERVICE FOR 2012-2013

Proposed Total Unit of Services for **Activity 1: Outreach contacts made** (duplicated individuals)

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Annual Total
HTF grant	125	n/a	n/a	n/a	125
Total Project	125	n/a	n/a	n/a	125

Proposed Total Unit of Services for **Activity 2: Unduplicated number of persons placed in shelter**

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Annual Total
HTF	15	n/a	n/a	n/a	15
Total Project	15	n/a	n/a	n/a	15

Proposed Total Unit of Services for **Activity 3: Person Shelter Days** (one night of shelter with accompanying services)

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Annual Total
HTF	433	n/a	n/a	n/a	433
Total Project	433	n/a	n/a	n/a	433

Proposed Outcome #1 Statement and Measurement Methodology:

Outcome Statement	By November 30, 2012, 8.1% of clients (3 of 37 clients) will have moved into permanent housing.
Measurement Methodology	HMIS client exit data and exit surveys.

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
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Performance Goal	8.1%	n/a	n/a	n/a
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Proposed Outcome #2 Statement and Measurement Methodology:

Outcome Statement	66% of persons (2 of 3 clients) who moved into permanent housing will maintain their housing for 6 months.
Measurement Methodology	HMIS client data and client case files.

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Performance Goal	66%	n/a	n/a	n/a

REVISED EXHIBIT C
BUDGET

		HTF FUND 07-/01/2011 – 06/30/2012	HTF FUND 07/01/2012 – 11/30/2012	TOTAL PROJECT COST
Program Services:				
	Personnel	\$56,643	\$21,397	\$78,040
	Benefits	\$11,838	\$5,843	\$17,681
	Program Supplies	\$1,276	\$1,035	\$2,311
	Office Supplies	\$23	\$360	\$383
	Food	\$1,479	\$1,500	\$2,979
	Postage	\$78	0	\$78
	Printing & Copying	\$33	0	\$33
	Meals/Mileage/Travel Local	\$218	0	\$218
	Conferences & Seminars	0	0	0
	Supplies/Equipment	0	\$172	\$172
	Staff Development	\$47	0	\$47
	Recruitment Expense	\$255	0	\$255
	Client Transportation	0	\$900	\$900
	Client Financial Assistance	\$7,525	\$64,261	\$71,786
	Security/Safety Service	0	\$114	\$114
	Occupancy	\$3,733	\$2,087	\$5,820
	Connectivity (cell phones, internet system for outreach workers)	0	\$131	\$131
Overhead Costs:				
	Administration	\$20,798	\$8,254	\$29,052
TOTAL:		\$103,946	\$106,054	\$210,000

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